



# **Army Voting Assistance Program**

## **Unit Voting Assistance Officer Handbook**

**2021**



## **Welcome from Army Voting Action Officer**

Welcome to the Army Voting Assistance program. Voting is a fundamental right for American citizens and for all eligible voters who are away from home during election cycle.

This handbook is designed to assist you with set-up and management of your Unit Voting Assistance Program. The tools included in this handbook are designed to assist Unit Voting Assistance Officers and may not be applicable to your voters. Use your discretion or contact your Installation Voting Assistance Officer for questions.

Thank you for taking the responsibility of Unit Voting Assistance Officer. It is important that you prepare early in election cycles and maintain consistency with the program. This can be a very rewarding experience to be part of a UVAO community who assist voters stationed around the world and want to have their voices heard. If you have questions, please contact your Installation Voting Assistance Officer.

My contact information is

Mrs. Rachel R. Gilman

Army Voting Action Officer

The Adjutant General Directorate

Ft. Knox, Kentucky

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# Introduction

## A// Overview

The Army Voting Assistance Program requires that all Commanders establish a Unit Voting Assistance Program. Inside UVAOs will find tools to assist in setting up and maintaining their Unit Voting Assistance Programs.

## B // Relevant Legislation, Directives, and Memoranda

### 1 // the MOVE Act

In 2009, Congress passed the Military and Overseas Voter Empowerment (MOVE) Act to improve the process by which uniformed service members, their families, and overseas voters are able to register and cast their ballots. The MOVE Act approaches the situation from two directions: 1) mandates the provisions by which States accept and deliver voting materials and improves access to voter registration. Sections of the MOVE Act have been incorporated into the Uniformed and Overseas Citizen Absentee Voting Act (UOCAVA).

### 2 // DODI 1000.04 Federal Voting Assistance Program (FVAP), November 12, 2019

Establishes policy and assigns responsibilities to implement Voting Assistance programs.

### 3 // AR 608-20, Army Voting Assistance program, updated 22 October 2020, Not yet released.

This regulation provides policy, guidance, and responsibilities for the Department of the Army implementation of the Federal Voting Assistance Program.

### 4 // Oversight

The passage of the MOVE Act places the authority to monitor compliance with the Inspectors General of the Army. The Inspectors General will conduct an annual review of the effectiveness and compliance of voting assistance programs.

**Stop READING HERE, unless you have already completed Unit Voting Assistance Officer Training at <https://www.FVAP.gov>**

*Click on Unit Voting Assistance Officers*

*Click on Training*

*Follow Steps to take UVAO training*

*Print out Certificate for your Continuity Binder*

## 5 // Assisting Voters

The Unit Voting Assistance Officer provides applicants with written information on voter registration procedures and absentee ballot procedures. Voting assistance begins with helping the applicant identify the correct form. There are two different voter registration forms that need to be available from the Unit Voting Assistance Officer. The Federal Post Card Application (FPCA) and the Federal Write In Absentee Ballot. (FWAB)

### Federal Post Card Application (FPCA)

The Federal Post Card Application (FPCA) must be used by uniformed service personnel and their family members, as well as overseas U.S. citizens. The FPCA can serve as both a voter registration form and a request for an absentee ballot.

The FPCA must be completed according to the applicant's State or territory's specific instructions and submitted to the applicant's local election office. State- specific instructions are available in the Voting Assistance Guide, which can be accessed at [www.fvap.gov](http://www.fvap.gov).

Uniformed service personnel and their family members and overseas citizens should submit a new FPCA each year and whenever the applicant changes his or her mailing address. The following pages outline how Unit Voting Assistance Officers can help an applicant submit an FPCA.

### In short, the FPCA:

The FPCA should be used by all uniformed service personnel and their family members, absent from their voting jurisdiction, as well as all overseas U.S. citizens. The FPCA can be used to:

- ☐ Register to vote
- ☐ Update information with the local voter registration office (e.g., report address change)
- ☐ Request an absentee ballot

The FPCA Process has 4 key elements or steps:

### Determine an Applicant's Legal Voting Residence

### Use State-Specific Guidelines for Completing the FPCA

### Submit Completed FPCA to Appropriate Election Official

### Remind Applicant of the option to submit the FWAB

### FPCA - Step 1: Determine an Applicant's Voting Residence

To vote in U.S. elections, citizens must have a voting residence address in a State or territory. A voting residence is typically defined as where a citizen has, or has had, physical presence and



where the citizen intends to remain or return.

U.S. citizens may only have one voting residence at a time, and may not arbitrarily choose which State to declare as their voting residence without meeting the State's residency requirement.

If you are assisting a member of the uniformed services or family member

- ☐ For uniformed service members their voting residence can either be the State or territory where he or she last resided prior to entering military service (Home of Record) OR the State or territory that he or she has since claimed as a residence.
- ☐ A spouse does not automatically assume the residence of the active duty member upon marriage. Minors typically assume the residence of either parent and, when they become 18, they also have the option of establishing their own residence that can be different from either parent, assuming they have met the guidelines of physical presence and intent to remain or return.
- ☐ Uniformed service members and their eligible dependents may change their residence every time they change permanent duty stations, or they may retain their established residence without change. This may mean that a uniformed service member has a different voting residence than his or her family members.
- ☐ A Judge Advocate General officer or legal counsel should be consulted before residence is changed because there are usually other factors that should be considered besides voting, such as State and local taxes.

### FPCA - Step 2: Use State-Specific Guidelines for Completing the Form

After determining an applicant's voting residence, the FPCA must be completed according to the rules of the applicant's State of residence. State-specific instructions for completing the FPCA are available in the Voting Assistance Guide, which can be accessed at [www.fvap.gov](http://www.fvap.gov). Voters can also be sent to the FVAP website to access the State Voting Wizard.

Local election officials have noted that some of the most frequent problems with processing the FPCA include not providing an adequate voting residence address, writing illegibility, and mailing the completed FPCA to the wrong jurisdiction. To reduce the occurrences of these issues, FVAP has created an online tool to help applicants to correctly complete the FPCA. The FPCA online assistant (available at [www.fvap.gov](http://www.fvap.gov)) asks applicants to enter the State of their voting residence and provides State-specific instructions for completing and submitting the form.

### FPCA - Step 3: Submit the Completed Form to the Appropriate Election Official

The completed and signed FPCA must be sent directly to the applicant's local election office. All States will accept the FPCA via mail; however, State laws may differ as to whether an applicant may return the completed FPCA via email or fax. Check the Voting Assistance Guide, (available at [www.fvap.gov](http://www.fvap.gov)) for State-specific requirements. The installation voter assistance office should have the contact information for local and State election offices readily available to help address citizens' concerns on the submission of their FPCAs.

**Mail:** Postal addresses for the local election offices are included in the Voting Assistance Guide (available at [www.fvap.gov](http://www.fvap.gov)). The cardstock version of the FPCA is postage-paid within the U.S. postal system, including APO and FPO addresses. The online version of the FPCA must be placed in an envelope; a postage-paid envelope template is available at [www.fvap.gov](http://www.fvap.gov). If using a foreign mail service, the applicant must affix proper postage and include "USA" in the mailing address.

**Email:** Scan the completed and signed FPCA and save as a PDF file. Email the file as an attachment, along with a copy of the Electronic Transmission Sheet. Email directly to the local

election office. Email addresses can be found on the State's election website or at [www.fvap.gov](http://www.fvap.gov).  
Note: Not every State currently accepts the FPCA via email—check the Voting Assistance Guide available at [www.fvap.gov](http://www.fvap.gov).

**Fax:** Fax the completed and signed FPCA to the applicant's local election office. Fax numbers can be found on the State's election website or in the Voting Assistance Guide (available at [www.fvap.gov](http://www.fvap.gov)). Use a separate transmission coversheet for each FPCA and send each form separately. Note: Not every State currently accepts the FPCA via fax— check the Voting Assistance Guide available at [www.fvap.gov](http://www.fvap.gov).

### Sample FPCA Fax Transmission Coversheet

Name and Complete address

US POSTAGE PAID 39 USC 3406

James Larry Jones USS FVAP

FPO AE 54321

OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0

To: Mayville Town Clerk 2234 Main St, Mayville, PA 06757-1007

### Electronic Submissions

If the applicant's State accepts FPCAs via fax or email, the PDF package will include transmission coversheets for submitting the FPCA electronically. The transmission coversheets will be prefilled with the correct contact information for the jurisdiction selected by the applicant. When possible, it is recommended that the Installation Voter Assistance office submit FPCAs electronically for faster delivery to the local election office. If there are no transmission coversheets in the package, that State does not currently accept electronic submissions of the FPCA.



The following page illustrates how to submit an FPCA by mail.

## FPCA Mailing Instructions

### Step 1

Complete the FPCA using your State's instructions in the Voting Assistance Guide. The FPCA and the Voting Assistance Guide are available at [www.fvap.gov](http://www.fvap.gov).

### Step 2

If completing the cardstock version of the FPCA, sign, fold, and seal your FPCA. If using the online FPCA, print, sign, and put it in an envelope. You may print postage-paid insignia on your envelope by using the envelope template available at [www.fvap.gov](http://www.fvap.gov).

If using FVAP's online assistant for completing the FPCA, a pre-addressed postage-paid envelope template will be provided for you to print.

### Step 3

Mail the FPCA to your local election official (addresses are available in the Voting Assistance Guide). Be sure to include your return address and affix postage if using a foreign postal service.

## Submitting FPCAs Completed Using the FPCA Online Assistant on [www.FVAP.gov](http://www.FVAP.gov)

### FPCA Package from the Online Assistant

FPCAs completed by the applicant with the FPCA online assistant will have all the applicant's information printed on the form. The Unit Voting Assistance Officer should check that the applicant has signed and dated the FPCA. Reference State information to determine whether a witness is required.

### Mailing

The first page of the personalized PDF package is a postage-paid envelope template that is pre-addressed to the applicant's local election office. To use this envelope, it must be printed onto an envelope at least 9½ inches by 41/8 inches (a number 10 envelope). Please note that the postage-paid label must be printed directly onto the envelope (not taped or stapled to the envelope). Be sure to mail the completed and signed FPCA along with any addendum sheets in the personalized FPCA PDF package.

### FPCA - Step 4: Remind Applicant of the Option to Submit the FWAB

The Federal Write-In Absentee Ballot (FWAB) is a back-up ballot available to citizens who have submitted an FPCA requesting an absentee ballot from their State but have not yet received their ballot. To use the FWAB, citizens must have submitted their FPCA early enough so that the local election office received the request at least 30 days before the election or before the State's ballot request deadline—whichever is later.

A voter can submit a FWAB any time after submitting an FPCA. It is important for Unit Voting

Assistance Officers to remind voters who complete an FPCA of the option to submit a FWAB as a backup for a State absentee ballot not received in time.

If citizens receive their State absentee ballot after they submit their FWAB, they should vote and immediately return the State absentee ballot. If the State absentee ballot arrives by the State's ballot return deadline, the State will count the State absentee ballot instead of the FWAB.

*Currently, all States accept the FWAB as a ballot for Federal offices (President/Vice President, U.S. Senator, U.S. Representative, Delegate, or Resident Commissioner) in general elections. Some States have expanded the use of the FWAB and accept the FWAB for voting in primary, special, and runoff elections and/or for State and local offices (refer to the Voting Assistance Guide for State-specific uses of the FWAB).*

## FWAB Mailing Instructions

### Step 1

Complete and sign the FWAB's Voter Declaration/Affirmation using your State's instructions in the Voting Assistance Guide.

### Step 2

Fold the Voter Declaration/Affirmation and put it in the accompanying Mailing Envelope. Do not seal the envelope yet. If using the online FWAB, use your own envelope as the Mailing Envelope. You may print postage-paid insign. (**TWO Envelopes are needed. One larger than the other**)

### Step 3

Vote the ballot by writing in a candidate or party name. Detach the ballot from the Security Envelope, fold it, insert it into the Security Envelope, and seal.

### Step 4

Put the Security Envelope into the Mailing Envelope, seal, and address it to your local election official. Be sure to include your return address and affix postage if using a foreign postal service.

**NOTE:** Voting in an election for Federal offices only may not be used as the sole basis to determine residency for the purposes of imposing State and local taxes. If a voter claims a particular State as his or her residence and has other ties with that State in addition to voting, then that voter may be liable for State and local taxation, depending upon that particular State law. Consult legal counsel for specific questions or situations.

**NOTE:** Unit Voting Assistance Officers must not provide partisan voting information from candidates, political parties, or partisan organizations. When Unit Voting Assistance Officers should consult their Commanding Officer for their interpretation of DoD Directive 1344.10 Political Activities by Members of the Armed Forces on Active Duty, available at [www.fvap.gov](http://www.fvap.gov).



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## Unit Voting Assistance Office Tools

- Setting up your Unit Voting Assistance Program
- Highlights for 2021
- UVAO Performance Bullets
- FVAP Portal
- Associating a CAC
- FVAP Portal Log in Tips
- OVERSEAS Portal Log in assistance
- Continuity Binder
- UVAO POC poster
- In and Out Processing Requirement
- Mandatory FPCA Delivery (JAN) (JUL)
- Sample UVAO Appointment Memo
- Blue Trifold
- DAIG inspection items
- Sample PSA scripts
- FVAP Tip Sheets



# Notes



**FVAP.gov**  
FEDERAL VOTING ASSISTANCE PROGRAM

## Voting Assistance Officer (VAO)

Overview of VAO Responsibilities.

FACT SHEET

**Wherever U.S. citizens go,  
FVAP ensures their voice is heard.**

The Federal Voting Assistance Program (FVAP) works to ensure Service members, their eligible family members and overseas citizens are aware of their right to vote and have the tools and resources to successfully do so — from anywhere in the world.

### ★ FVAP

Think of FVAP as the parent organization that provides policy, tools and standards to guide the Services' voting assistance activities.

### ★ IVAO vs UVAO

There are Installation VAOs and Unit VAOs. IVAOs are appointed by Installation COs and typically man the Installation Voter Assistance Office. Unit VAOs provide voting assistance within a Unit to further assist the Installation VAO.

### ★ Action Plans

Review your Service Voting Action Plan and FVAP's Voting Action Plan. These are based on DoD Instruction 1000.04. Read through the plans and keep a copy for reference in your continuity folder. Examples can be found at [FVAP.gov](http://FVAP.gov).

### ★ Primary Responsibilities

VAOs provide assistance for the command through an understanding of voter registration, the absentee voting processes, and the resources provided by FVAP.



### ★ Other Major Responsibilities

- Submission of quarterly metrics on FVAP's portal
- Be present in your command
- Pass your command IG inspections by maintaining an electronic or hardcopy continuity folder containing:

- Letter of designation
- Training certificate
- Records of command training
- DoDI 1000.04
- Voting emails to your command
- Service Guidance
- Your Service Voting Action Plan

### ★ Designation Letter

You are required to be designated in writing by your CO/OIC. A sample letter can be found in the Voting Toolkit at [www.fvap.gov/vao/continuity](http://www.fvap.gov/vao/continuity). Keep this letter in your continuity folder.

### ★ Evaluations

Voting Assistance Officers are required to have their performance assessed in an official military evaluation report.

### ★ Voting Alerts

Sign up for voter alerts at [FVAP.gov](http://FVAP.gov). FVAP will send pertinent information about elections, workshop schedules, events, etc.



## ★ FVAP Account and Metrics

VAOs are required to maintain an account in the FVAP portal and submit metrics reports. (Check your Service guidance for frequency.) Your Service Voting Action Officer (SVAO) and FVAP track metrics for use in policy and resource decisions. *To register for an account:*

1. Go to FVAP.gov, scroll down and locate "Admin Portal" on the very bottom of the screen.
2. Accept the privacy terms and select "Register for an Account."
3. Select the account type that applies to you.
4. Fill out the other information. In the "Service Unit" block, select your unit from the list of matches. If you cannot locate your unit, type it in as it should appear, and proceed with registration.
5. If you have a .gov or .mil email address and your unit is in the selection list, your account will automatically be approved. If not, then your SVAO will need to approve your request.



## »»» Submitting Metrics

You are required to log on and submit metrics in your FVAP portal account. Log in, find the **metrics** tab, fill in the blocks, and click **save** to submit your report. Submit metrics even if you haven't assisted anyone, so that data records will be correct. The portal allows for rolling submissions, so you can update metrics whenever you provide voting assistance. Submit metrics according to your Service guidance.



## ★ VAO Training

You are required to complete training before being officially assigned. Find training online at FVAP.gov. Keep a copy of your training certificate in your continuity folder. The folder should be maintained at the command and passed along from VAO to VAO. If you don't have one, go to FVAP.gov and build one!

## ★ Command Training

You are required to administer annual voting training and keep records of those trained in your continuity folder. The method of training is up to you, but you can find slide decks and training materials at FVAP.gov.

## ★ Refreshing Your Program

Complete your training and become familiar with FVAP.gov. This is your primary resource for information, training, and voting assistance tools. This includes downloadable items for your command, such as posters, brochures, and forms. Make sure to check back often since FVAP updates outreach materials several times every election cycle.

### CONTACT FVAP

Monday–Friday, 7:30 a.m. to 4 p.m. ET Phone: 1-800-438-VOTE (8683) | DSN: 425-1584 | Email: [vote@fvap.gov](mailto:vote@fvap.gov)  
Facebook.com/DoDFVAP and Twitter @FVAP





**FVAP.gov**  
FEDERAL VOTING ASSISTANCE PROGRAM

## Voting in Primaries What Are They?

### FACT SHEET

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## ★ What Are Primaries?

Primaries are elections that political parties use to select candidates for a general election. Then each party's candidates run against each other in the general election.

### Types of Primaries

#### Open Primaries:

In an open primary, a voter of any political affiliation may vote in the primary of any party. For example, a voter registered as a Democrat can choose to vote in the Republican primary. A voter may only vote in one party's primary and, in many States, voters are not required to choose a political affiliation when they register to vote. States vary in how they administer open primaries for absentee voters.

#### Closed Primaries:

In a closed primary, voters may only vote in the primary of the party they are registered with. For example, a voter registered as a Republican can only vote in a Republican primary. Absentee voters in States that conduct closed primaries are often required to choose a party affiliation on their voter registration form in order to participate in the State's primary elections.

#### Semi-closed Primaries:

In a semi-closed primary, Independent voters, or those without a party affiliation, may choose which party's primary they want to vote in; however, those registered with a party may only vote in that party's primary. For example, a voter registered as a Democrat may only vote in a Democratic primary, and a voter registered as an Independent may choose to vote in a Democratic or Republican primary.

GO TO [FVAP.GOV](http://FVAP.GOV) FOR MORE INFORMATION

Monday–Friday, 9 a.m. to 5 p.m. ET Phone: 1-800-438-VOTE (8683) | DSN: 425-1584 | Email: [vote@fvap.gov](mailto:vote@fvap.gov)  
Facebook.com/DoDFVAP and Twitter @FVAP





# Voting Residence

Uniformed Service Members and  
Their Eligible Family Members



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## What is a voting residence and why is it important?

Your voting residence is within your state of legal residence or domicile. It is the true, fixed address that you consider your permanent home and where you had a physical presence. Your state of legal residence is used for state income tax purposes, and determines eligibility to vote for federal and state elections and qualification for in-state tuition rates.

State of legal residence and voting residence is sometimes mistaken for home of record. While your voting residence may be the same as your home of record at the beginning of your military career, if you change your legal residence or domicile at any point you also need to update your voting residence.

To claim a new legal residence or domicile, consult your legal counsel or military legal assistance office, as there may be other factors to consider, such as tax implications.

## Maintain current contact info.

Your election office needs your current contact information to reach you come election time. The most efficient way is to complete a Federal Post Card Application (FPCA) annually, with every change of address and at least 90 days prior to the election you want to vote in. That way your election office knows you want to register in that state, how to reach you, and most importantly, where to send your ballot!





## Military Service Members

You may only have one legal voting residence at a time.

Your voting residence should be within the state listed on your Leave and Earnings Statement which defines your state for withholding state taxes.

Voting residence is often confused with home of record. Your home of record is the place you lived when you entered the military and should not change while you are on active duty. Your voting residence may be the same as your home of record but needs to be updated if and when you decide to establish a new state of legal residence.

Your state of legal residence is not automatically changed when you are assigned to a new duty location. It may be changed with your approval by submitting the appropriate paperwork to your finance officer. However, you should first consult legal counsel.

You have the option to establish residency or domicile each time you are transferred to a new location. Once you change your residence or domicile, you may not revert to a previous residence without re-establishing a new physical presence according to residency laws of that state.

You can't vote in person at embassies, consulates, or military installations. The online assistant at [FVAP.gov](https://fvap.gov) or your Voting Assistance Officer can help you complete the necessary absentee voting forms found at [FVAP.gov](https://fvap.gov) and provide additional information.

## Spouses and Eligible Family Members

The amendment made on Dec. 31, 2018 to the Military Spouse Residency Relief Act (MSRRA) allows you to retain the same residence or domicile that your Service member has established, even if you have not physically been present at that address. If you choose, you may instead elect to retain your established residency or domicile (if different from your sponsor).

MSRRA still does not permit you to choose any state; you or your service member must have established residency in a state. Ways to do this may include voting, paying taxes, owning property, holding a driver's license, and registering a vehicle. Residency requirements vary by state. Please consult legal counsel to discuss tax implications and other effects of MSRRA. As a military spouse, you can:

- 1) Retain your sponsor's or Service member's residency or domicile.
- 2) Keep your current, established residency or domicile.
- 3) Take the appropriate steps to establish a new residency or domicile.

Some children turn 18 while their family is stationed overseas. To vote, they should use the last U.S. address they had before departing to the current duty station.

Monday-Friday, 7:30 a.m. to 4 p.m. ET | Go to [FVAP.gov](https://fvap.gov) and click on "contact" to find where to send your election materials. Media inquiries: [media@fvap.gov](mailto:media@fvap.gov)



**VISIT**  
[FVAP.gov](https://fvap.gov)



**CALL**  
800-438-VOTE (8683)  
DSN: 425-1584



**EMAIL**  
[vote@fvap.gov](mailto:vote@fvap.gov)

**CONNECT WITH US**

Search for FVAP





## Setting up your Unit Voting Assistance Program

The Army Voting Assistance Program is a year round program that provides voting assistance to ensure eligible voters are provided the opportunity to vote. It is your job to provide voting materials and answer any questions that they may have.

1. First things first! Head over to the Federal Voting Assistance Program website and click on Unit Voting Assistance Officers. [www.fvap.gov](http://www.fvap.gov)
2. Follow the links to training. Complete your Unit Voting Assistance Officer or Installation Voting training. Keep a copy of your appointment orders and your certificate. Forward a copy to your Installation Voting Assistance Officer. [.](#)
3. Read the 2021 Army Voting Action Highlights.
4. Begin to build your continuity folder. The FVAP website tells you the items that should be in your folder. This is where you will put your certificate and appointment orders. Continuity folders stay with the Unit.
5. Download a copy of the Voting Assistance Guide (VAG) to your Desktop.
6. Download Posters and Forms off of the FVAP website. 2019 Versions of the FPCA and FWAB are only available in electronic versions. Have your voters use the FVAP state wizard for easy point and click registration and ballot request.
7. Create a voting area where Voters can easily find voting information as well as your POC information. Make sure your Voters know who their voting assistance officer is.
8. Create a distribution list to forward important voting updates and information to your voters.
9. Become familiar with the Metrics. This report is due into the FVAP database monthly. Numbers are for the current month are added for the previous month.  
[www.fvap.gov/portal](http://www.fvap.gov/portal)



# SVAO Contact Information

## United States Army

Ms. Rachel Gilman

**502-613-8475**

**312-983-8475** (DSN)

[Usarmy.knox.hrc.mbx.tagd-voting-questions@mail.mil](mailto:Usarmy.knox.hrc.mbx.tagd-voting-questions@mail.mil)

[USA Voting Website](#)

US Army Resources Command

ATTN: HRC-PDP (2-1-021)91

TAG-D, SPSP Soldiers Programs Branch

Human Resources Center of Excellence

1600 Spearhead Division Ave.

Ft. Knox, KY 40122

**Let's get started with your voting  
program!**

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2. Follow the links to training. Complete your Unit Voting Assistance Officer or Installation Voting training. Keep a copy of your appointment orders and your certificate. Forward a copy to your Installation Voting Assistance Officer. .
3. Read the 2021 Army Voting Action Highlights.
4. Begin to build your continuity folder. The FVAP website tells you the items that should be in your folder. This is where you will put your certificate and appointment orders. Continuity folders stay with the Unit.
5. Download a copy of the Voting Assistance Guide (VAG) to your Desktop.
6. Download Posters and Forms off of the FVAP website. 2019 Versions of the FPCA and FWAB are only available in electronic versions. Have your voters use the FVAP state wizard for easy point and click registration and ballot request.
7. Create a voting area where Voters can easily find voting information as well as your POC information. Make sure your Voters know who their voting assistance officer is.
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9. Become familiar with the Metrics. This report is due into the FVAP database monthly. Numbers for the current month are added for the previous month.  
[www.fvap.gov/portal](http://www.fvap.gov/portal)



## **Regulatory requirements:**

Army Voting Regulation AR 608-20, November 2020

DODI 1000.04, November 2019

## **Continuity Folders: (Leave with the unit)**

### **At a minimum:**

Absentee Voting Forms

Appointment Orders

Training Certificate

SVAO Contact information (that's me)

Copies of Metrics (export them after saved, print copies)

## **Materials:**

Voting Assistance Officers (VAOs) ensure that all absentee voting materials are ordered for their unit from the Army Publishing Directorate. An account with APD must be established.

- VAOs located in CONUS and Korea can order their materials at <https://armypubs.army.mil/ptclick/default.aspx>.
- VAOs located in Europe or in deployment areas should contact their unit's publication manager who can order items through the Army in Europe Library & Publications System (AEPUBS) at [usarmy.rheinland-pfalz.id-europe.mbx.prcoe-stockroom-orders@mail.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.prcoe-stockroom-orders@mail.mil).
- VAOs located in in the Pacific Theater can order their materials from their local Forms and Publication Control Centers.

The form and publication numbers are: FPCA (SF 76); FWAB (SF 186); VAG, Misc. Publication 360-02; motivational poster-DoD 113. Please contact your Army Voting Action Officer if you have any additional questions. *DO NOT CONTACT FVAP FOR MATERIALS*

## Let's Talk Metrics:

Portal for metrics:

<https://www.fvap.gov/portal/login/welcome.html>

Metrics are required monthly.

Log in every month, even if you have zero

Categories are Personnel Assisted and Forms Distributed

(See example below)

### EXAMPLE of Metrics database view

#### *Voters Assisted by Category*

Voters Assisted

Personnel Assisted			
	Military	Spouses/Dependents	Other Civilians
Federal Post Card Application (FPCA)	4,000	247	449
Federal Write-In Absentee Ballot (FWAB)	1,788	69	33
General Voting Information	14,448	551	1,707
<b>Total</b>	<b>20,236</b>	<b>867</b>	<b>2,189</b>

Hard Copy or electronic forms

Forms Mailed

Forms Distributed			
		FPCA	FWAB
Hard Copy		1,051	212
Electronic		49,441	46,784
Referred Voter to FVAP.gov		57,797	45,547
<b>Total</b>		<b>108,289</b>	<b>92,543</b>

General Voting information is: Answering a question, locating a local election office, providing a phone number, helping with questions. All of these fall under General Voting Information.



## Military Recruiter Information

The [National Voter Registration Act](#) of 1993 requires that individuals have the opportunity to complete a voter registration form, or update their voter registration information, when applying for or receiving services or assistance at any office designated as a voter registration agency which includes all Recruiting Offices of the Armed Forces. All personnel assigned to duty at Recruiting Offices for the Armed Forces shall be trained as Voting Assistance Officers and capable of providing these services or assistance.

### Recruiting Officers and senior persons at Recruiting Offices Must

- Offer the [Voter Registration Information Form \(DD 2645\)](#) and a [National Mail Voter Registration Form and Guide](#) to anyone receiving services/assistance. The National Mail Voter Registration Form allows citizens to:
  - Register to vote in their State,
  - Report a change of name to their election official,
  - Report a change of address to their election official,
  - Register with a political party.
- Assist prospective enlistees and eligible citizens in completing applications.
- Accept completed voter registration forms and send them to the appropriate election official by State deadline. Forms are not to be sent to the Federal Voting Assistance Program (FVAP).
- Provide to each eligible citizen or prospective enlistee, who does not decline to register to vote, the same degree of assistance for the completion of the registration application form as is provided by the office for the completion of its own forms; i.e., application for enlistment, unless the person refuses such assistance.
- Use our [Recruiter Registration Summary](#) to maintain statistical information on voter registration assistance.
- Maintain records pertaining to voter registration assistance or activities for a minimum of two years, specifically retention of the DD 2645.

### Recruiting Officers Must NOT

- Seek to influence an applicant's political preference or party registration.
- Display any political preference or party allegiance.
- Make any statement to an applicant or take any action in order to discourage the applicant from registering to vote.
- Make any statement to an applicant or take any action in order to lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits.
- Use information relating to a declination to register to vote in connection with an application made at your office for any purpose other than voter registration.

## The Forms You Need

Any U.S. citizen who wishes to apply for voter registration, or apply to change their voter registration data, while at an Armed Forces Recruiting Office will be asked to fill out two forms:

- [Voter Registration Information Form \(DD 2645\)](#)
- [National Mail Voter Registration Form and Guide](#). (This is the official form from the Election Assistance Commission website)

North Dakota and Wyoming are exempt from implementing the provisions of the NVRA. New Hampshire is also exempt but will accept DD 2645 and Voter Registration Applications at Recruiting Offices.

**Recruiters should contact their Headquarters directly for answers to other general questions.**

**Please feel free to contact myself if you need assistance or reach out to your Installation Voting Assistance Office.**





## HIGHLIGHTS for 2021

**2021 is an off-cycle election year, you will be responsible for Special elections that occur, FPCA Delivery and Armed Forces Voters Week.**

**Mandatory FPCA Delivery before 15 Jan.**

### Resources

Army Voting on Twitter:

HRC Army Voting Website: <https://www.hrc.army.mil/content/Army%20Voting>

Army Voting Email Box [usarmy.knox.hrc.mbx.tagd-voting-questions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-voting-questions@mail.mil)

### Points of Contact

#### Army Voting Action Officer

Rachel Gilman  
Army Voting Action Officer  
[Rachel.R.Gilman.civ@mail.mil](mailto:Rachel.R.Gilman.civ@mail.mil)  
[502-613-8475](tel:502-613-8475)

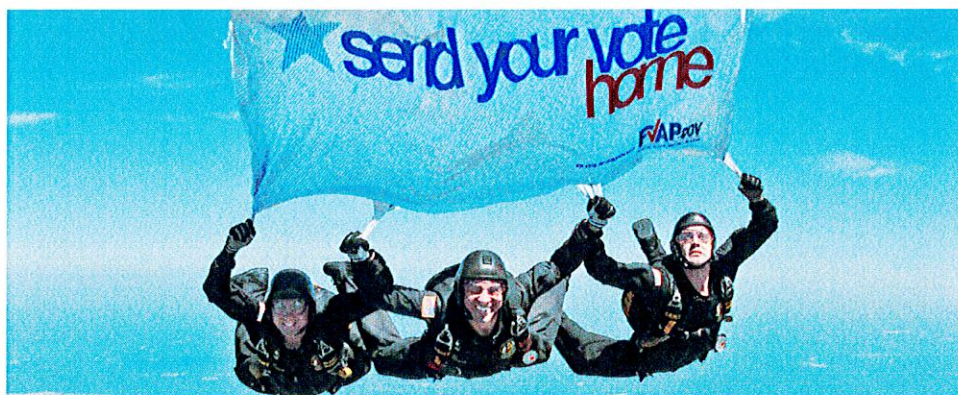


Photo credit the Golden Knights

## **UVAO Bullets for Additional Duty for Unit Voting Assistance Officers**

### **Enter Bullets under**

### **NCOER Part: IIIe: Appointed Duties**

#### **Examples Below**

o developed a local voting materials accounting program; ensured over 2,000 absentee ballots and associated materials were flawlessly processed and accounted for with zero discrepancies

o provided registration and voting information, materials, and assistance to all eligible Army voters; increased awareness and raised participation by 50%

o educated eligible voters on the importance of voting and expanded opportunities to register and cast a ballot

o achieved 100% contact and ensured all Soldiers, in garrison or deployed, had the opportunity to vote

o supported over 3,000 Soldiers across 12 tenant units; allowed personnel to exercise their right to vote

o revived the mandatory voting program, recruiting and managing 88 unit voting assistance officers who collectively provided voting assistance to 1,600 voters during a critical election year

o assisted over 2,000 Fort Gordon personnel with registering for upcoming local and presidential elections; sustained rights and privileges

o volunteered to serve as unit voting assistance officer while simultaneously maintaining his day to day responsibilities

***\*The Law requires that this additional duty is documented for the Voting Assistance Program. It is inspected by the IG.***



# *The Scary World of the FVAP portal (Explained)*

What is the Number one thing that UVAOs said they did not know about?



## The FVAP Portal!!

This is shocking to me that IVAOs and UVAOs did not know about the FVAP portal.

For 2020 we are starting a new trend! I would like for 100% of our IVAO's and UVAOs to know what the portal is, how to use the portal, and be able to explain why it is important. So follow along and let's talk portal and metrics and figure this out!

# Let's Go!

**Why have a portal?**

The portal was created for the Action Officers of each Military Service. In the old days, the metrics were sent to the Action Officers where they were compiled, and the data was sent to the Federal Voting Assistance Program.

**Who can have access to the portal?**

Action Officers, IVAOS, UVAOs.

**What is the purpose of the portal?**

The purpose of the portal is to have the metrics entered into one common location for the Federal Voting Assistance Program to pull down. Ultimately, the metrics are reported annually to Congress.

**Can one person enter all of the metrics for a Unit?**

No, Each UVAO must enter their own metrics.

**Why am I always getting locked out of the portal?**

You must log into the portal every 45 days or you will get locked out.

**How can I do a password reset?**

Contact [rachel.r.gilman.civ@mail.mil](mailto:rachel.r.gilman.civ@mail.mil) OR you can set up the challenge questions and IVAOs/UVAOs will be able to process the reset themselves.

**Why am I getting locked out of the portal?**

The portal will allow you three attempts to log in before it will disable your account. Keep track of your password.

**Can I associate CAC cards?**

Once you have selected to associate CAC, user will be prompted to enter your username and password again before it connects.

**How long does my password reset link last?**

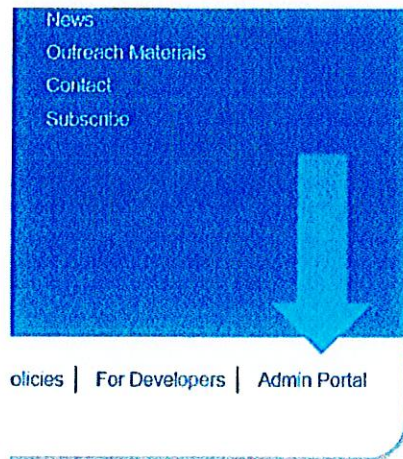
The password reset link is good for 24 hours.





## I CANT FIND THE LINK!!!!!!!

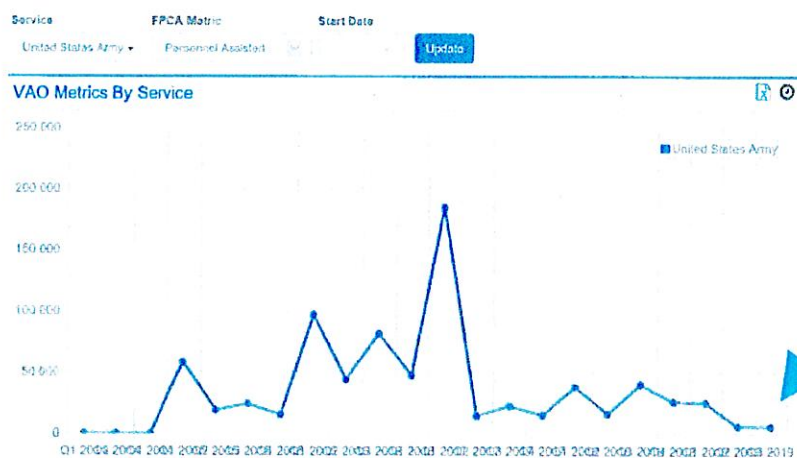
If you are unable to find the link to the portal scroll all the way down to the bottom of the FVAP website and look here... (**HINT HINT HINT**)



Click on this and you will be taken to the portal website- everytime!

## Why do I have to bother entering the numbers?

Below, shows metrics for personnel assisted over the years. I'm sad to report that all of the other services have cleaned our clocks. All have reported more metrics in all categories. The Army needs to have an increase in metrics. We need to move those plot points higher.



## What else does the Portal tell the Army Voting Action Officer?

### Training Breakdown



#### Online Trainings By Service



- Army
- Navy
- Marine Cor
- Air Force
- Coast Gua
- Merchant M
- National O
- Public Hea
- State Depa
- Advocate C
- Other

The Action Officer can see how many UVAOs have been trained. Online, self-reported and in-person

Online Training

Self Reported

In Person

### VAO Service Metrics



No Accounts

No Logins

Missing Metrics

Service	Total # Units	Missing Metrics
USAF	153	151
USA	167	135
USCG	615	0
USMC	479	458
USN	1365	680

The Action Officer can also see Locations with no accounts, total number of Units and also Missing Metrics.



In closing, these are just a few of the items that assist us in doing the job of an IVAO/UVAO. As the year goes on, I will share with you more tools that the portal provides.




**Mrs. Rachel R. Gilman  
Army Voting Action Officer  
Army Voting Assistance Program  
The Adjutant General Directorate  
1600 Spearhead Division Ave.  
Fort Knox, Kentucky, 40122  
Rachel.r.gilman.civ@mail.mil  
Comm: 1-502-613-8475  
DSN: 983-8475**



**Photo provided by the Golden Knights**

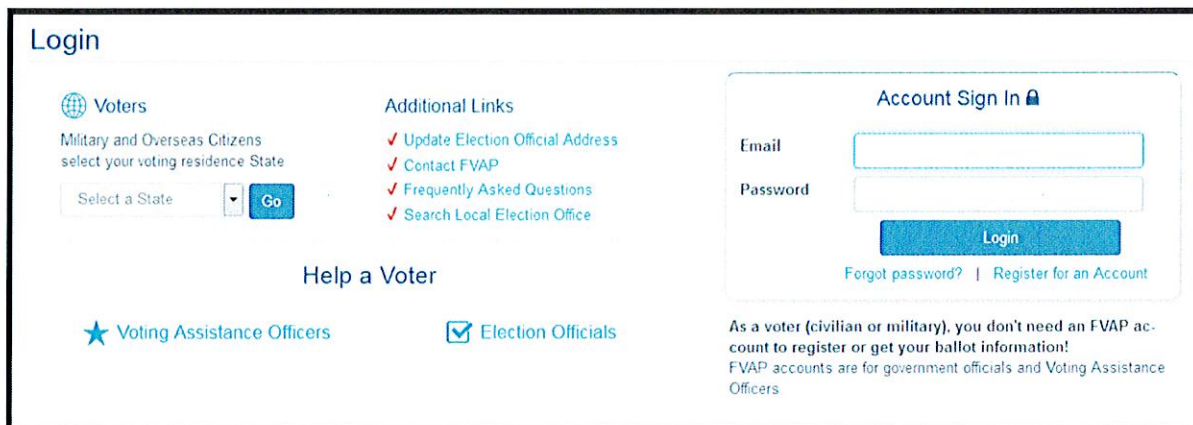
## Associating CAC

1. When prompted for CAC hit "Cancel".  
-You will be directed to the page below.



The screenshot shows the FVAP.gov website. At the top, there is a navigation bar with links: Home, Military Voter, Overseas Citizen Voter, Voting Assistance Officer, and Election Official. Below the navigation bar, a message reads "CAC Card Detected" and "You're using a CAC card to access this website. Have you been here before?". There are two options: "I think I already have a username and password. I want to link my CAC to my account." and "I'm a new user. I want to create an account."

2. Select "I think I already..."  
-You will be directed to the page below.



The screenshot shows the FVAP.gov Login page. On the left, there is a "Voters" section with a dropdown menu for "Select a State" and a "Go" button. Below this is a "Help a Voter" section with links for "Voting Assistance Officers" and "Election Officials". On the right, there is an "Account Sign In" section with fields for "Email" and "Password", a "Login" button, and links for "Forgot password?" and "Register for an Account". At the bottom right, there is a note: "As a voter (civilian or military), you don't need an FVAP account to register or get your ballot information! FVAP accounts are for government officials and Voting Assistance Officers."

3. Then type in your username (email) and password.  
-You will then be directed to your dashboard home screen and CAC will be associated.



## Issues Logging into the FVAP Portal Overseas

Many UVAOs and IVAOs have issues with logging into the FVAP portal to complete training or entering monthly metrics.

It is a known issue and creates frustration when trying to get logged on. The Army Voting Action Officer continues to bug FVAP about the issues with the portal.

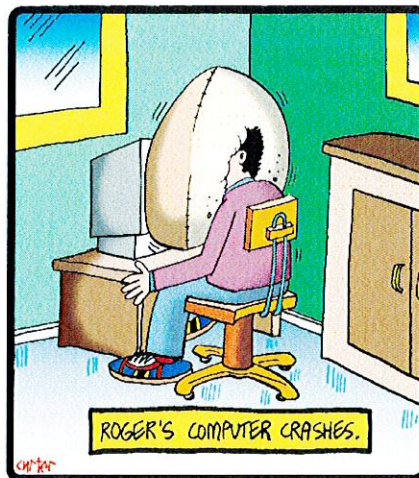
FVAP has worked this issue before and state that it is something in the firewalls that are preventing the pages from loading, page stalls, recycling back to the log in screen.

While FVAP is not able to find a fix for the Army, other Services have not reported this issue. FVAP does provide some options to try to get into the portal.

1. Try using Chrome to log in.
2. Check with IT to see if they are able to assist. Have them come to your computer to work the issue.
3. Do not CAC associate your account, each time log in with your email and password?
4. Log in from your home Computer.
5. If all else fails, report issues to

[whs.ncr.fvap.mbx.tech-programs@mail.mil](mailto:whs.ncr.fvap.mbx.tech-programs@mail.mil)

Thank you for your patience with this issue.



# IVAO/UVAO Continuity Binders

These are the recommended items for the Army Voting Assistance Program.

1. Absentee Voting Forms (FPCA, FWAB)
2. VAO Designation Letter
3. FVAP Calendars
4. Distro List of Unit Members for easy information dissemination
5. Absentee Voting Brochure found at:  
([https://www.fvap.gov/uploads/FVAP/VAO/Tri-Fold\\_Brochure.pdf](https://www.fvap.gov/uploads/FVAP/VAO/Tri-Fold_Brochure.pdf))
6. Information from Ms. Gilman
7. Information on Your Voter Activities- Train your troops
8. VAO Training Certificate
9. Service Voting Action Officer Contact Information:  
Ms. Rachel Gilman  
502-799-8446  
[Rachel.r.gilman.civ@mail.mil](mailto:Rachel.r.gilman.civ@mail.mil)
10. Directives and Guidance
11. Measures of Performance: After metric are entered, export and print out a copy for binder.





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# *Army Voting Assistance Program*

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Know your UVAO  
Send your **VOTE** home!



Enter POC information here



## **Federal Voting Assistance Program Provides Online Voting Assistance**

**When you move to a new location, you need to contact your local election official and change your address to ensure that you are registered to vote in local, state and federal primaries.**

**Go to [www.FVAP.gov](http://www.FVAP.gov) and fill out your Federal Post Card Application**

**It's as easy as**



**Be absent But accounted for!**



## **15 January Distribution of Federal Post Card Applications**

\* Now is time to distribute voter registration/ballot requests, better known as the Federal Post Card Application (FPCA) to all members in your command/units and their voting-age Family Members. AR 608-20 requires that an FPCA be delivered either in hand or via electronic delivery to all Soldiers active and reserve no later than 15 January of every year.

\*Submitting an FPCA to their state local election official will register eligible voters to vote, update their mailing address with their state local election office, and request an absentee ballot for all state and federal elections to include primary elections.

\*This is also an excellent opportunity to encourage every Soldier, civilian personnel and their eligible family members and other personnel serving with an Army unit to participate in the electoral process and exercise their right to vote.

### **Additional Information**

**\*Assigned IVAO/VAO's are required to track number of FPCA's distributed. \*If FPCA's are sent electronically, VAO's must keep track of the number of recipients on the distro list, to be reported in the Measures of Success. \* Each month data reporting is cumulative. \*Enter data into the FVAP database by the last day of each month.**

Electronic Versions of the FPCA can be found at [www.fvap.gov](http://www.fvap.gov)



## **15 July Distribution of Federal Post Card Applications**

\* Now is time to distribute voter registration/ballot requests, better known as the Federal Post Card Application (FPCA) to all members in your command/units and their voting-age Family Members. AR 608-20 requires that an FPCA be delivered either in hand or via electronic delivery to all Soldiers active and reserve no later than 15 July of every even year.

\*Submitting an FPCA to their state local election official will register eligible voters to vote, update their mailing address with their state local election office, and request an absentee ballot for all state and federal elections to include primary elections.

\*This is also an excellent opportunity to encourage every Soldier, Civilian personnel and their eligible family members and other personnel serving with an Army unit to participate in the electoral process and exercise their right to vote.

### **Additional Information**

**\*Assigned IVAO/VAO's are required to track number of FPCA's distributed.**  
**\*If FPCA's are sent electronically, VAO's must keep track of the number of recipients on the distro list, to be reported in the Metrics of the portal. \* Each month data reporting is cumulative. \*Enter data into the FVAP portal by the last day of each month.**

Electronic Versions of the FPCA can be found at [www.fvap.gov](http://www.fvap.gov)







**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND  
4700 KNOX STREET  
FORT BRAGG, NC 28310-5000

AFPE-AGZ-PP

MEMORANDUM FOR

SUBJECT: Appointment of Assistant Senior Voting Assistance Officer

1. References:

- a. Department of Defense Directive 1000.4 (Federal Voting Assistance Program), 11 November 2019.
- b. Army Regulation 608-20 (Army Voting Assistance Program), 22 November 2020.

2. Effective 1 January 2019, you are appointed as the FORSCOM G-1 Voting Assistance Officer.

3. Purpose: To manage and conduct the FORSCOM Voting Assistance Program.

4. Execute the Army Voting Action Plan for the FORSCOM Headquarters and subordinate units. Track and report compliance.

5. Period: Until officially relieved or released from appointment or assignment.

FOR THE DEPUTY CHIEF OF STAFF, G-1:

A handwritten signature in black ink, appearing to be "D. M. A.", is written over a horizontal line.

Colonel, AG  
Adjutant General

Print Double sided  
with the next page  
creates a tri-fold  
brochure.

## How to Vote Absentee

1



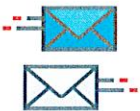
Select your State  
at [FVAP.gov](https://fvap.gov)

2



Submit your Federal Post Card  
Application (FPCA) to register  
and request a ballot

3



When you receive your ballot,  
vote, sign, and return it

### RECOMMENDED MAILING DATES FOR THE GENERAL ELECTION

#### DO THIS

Register and request an  
absentee ballot using the  
Federal Post Card Application  
(FPCA).

Receive your  
absentee ballot.  
If you don't receive your  
requested ballot, use the Federal  
Write-In Absentee Ballot (FWAB).

Return your voted ballot to your  
local election office in time for it  
to arrive by Election Day.

If you are outside the U.S.

If you are stateside

If you are on a ship at sea

#### BY THIS DATE

August 1

October 8

October 15

November 1

October 10

Americans  
can vote.

Wherever  
they are.



**FVAP.gov**  
FEDERAL VOTING ASSISTANCE PROGRAM

What is the Federal Voting Assistance Program?  
FVAP works to ensure Service members, their eligible  
family members and overseas citizens are aware  
of their right to vote and have the tools and resources to  
successfully do so—from anywhere in the world.



**FVAP.gov**  
FEDERAL VOTING ASSISTANCE PROGRAM



# Do you want to vote?

## FAQs Frequently Asked Questions



# Where can I get more help?

### You can, and the Federal Voting Assistance Program (FVAP) can help!

Ensure you receive absentee ballots while away from your voting residence by submitting a new Federal Post Card Application (FPCA) every January or at least 90 days prior to an election.

#### Here's how:

- 1 Go to FVAP.gov and select your State of voting residence for information and help with the absentee voting process.
- 2 Register to vote and request your ballot by completing a Federal Post Card Application (FPCA) and sending it to your election office. Follow your State's instructions on how to complete the FPCA and return it.
- 3 When you receive your ballot, vote, sign and return it to your election office.

If you do not receive your ballot at least 30 days before the election, find your State on FVAP.gov and complete a Federal Write-In Absentee Ballot (FWAB).

### Can I vote absentee?

All overseas U.S. citizens, as well as Service members and their eligible family members living outside their voting jurisdiction, may vote absentee.

### Where is my voting residence?

For voting purposes, your voting residence can be the State or territory where you last resided prior to entering military service, or the State or territory that you have since claimed as your legal residence. Even though you may no longer maintain formal ties to that residence, the address determines your proper voting jurisdiction. To claim a new legal residence, a Judge Advocate General Officer or legal counsel should be consulted to ensure you consider all consequences.

### Can I vote in person?

You cannot vote in person as an absentee voter. As an overseas citizen, you cannot vote in person at U.S. embassies, consulates or military installations. If you are a military member living in the U.S., you may vote locally where you're stationed by changing your voting residence to that State.

States govern elections, so it's important to follow the laws of your State where you're registered to vote. Select your State at FVAP.gov for specific election deadlines and instructions on how to register and vote.

FVAP offers information and tools for absentee voters at FVAP.gov. You can also call 800-438-VOTE or email [vote@fvap.gov](mailto:vote@fvap.gov) for help.

At most U.S. embassies, consulates and military installations, Voting Assistance Officers can provide you with in-person assistance. Find contact information for your Installation Voter Assistance Office at FVAP.gov.

Subscribe to our voter alerts at FVAP.gov and find us on Facebook and Twitter.



[www.facebook.com/DoDFVAP](https://www.facebook.com/DoDFVAP)



[@FVAP](https://twitter.com/FVAP)

You may be able to transmit your FPCA and ballot electronically. Check your State's requirements to determine what electronic options are available to you. If eligible, you may be able to transmit them electronically and toll-free with FVAP's help. Fax it to 800-368-8683 or email it to [fax@fvap.gov](mailto:fax@fvap.gov), and we can convert it to the format required by your State.

## IG Inspected Items for Unit Voting Assistance Officers

Requirements can vary from year to year

UNIT VOTING ASSISTANCE OFFICER		
	<b>Calendar (CY) 2018</b> <b>Unit Name:</b> <b># of personnel in unit:</b>	TYPE OF DATA (VAO, FORMS, VOTERS)
<b>Staffing</b>		
A 1	Has commander designated in writing a Unit Voting Assistance Officer (UVAO) within each unit of 25 or more permanently assigned Soldiers? DoDI 1000.04, Encl 4 2.f.	UVAO Memo
A 2	Are additional UVAOs designated in writing within the unit? Commander should assign an additional UVAO for each 50 Soldiers above the 25 permanently assigned Soldiers? DoDI 1000.04, Encl 4 2.f. (2)	Additional UVAO Memo(s)
A 3	Is the UVAO's performance documented in their evaluation report? 10 USC 1566 f	Evaluation Reports
<b>Training</b>		
B 1	Did UVAO(s) complete FVAP training before assuming duties? AR 608-20, Para 3-3, 4b.	Training Certificates
B 2	Did the UVAO(s) attend FVAP workshop or participate in virtual or web-based training during even numbered years with Federal elections? DoDI 1000.04, Encl 4 2.t	Training Certificates
B 3	Did UVAO(s) (IVAO may be designated to accomplish this) train Soldiers on absentee registration and voting procedures? DoDI 1000.04, Encl 4 2.s. *	Unit Rosters or other Training Records/Memos/e-mail
B 4	Does the UVAO(s) (IVAO may be designated to accomplish this) provide training and voting assistance to units preparing for deployments? DoDI 1000.04, Encl 4 2.s.(2) *	Unit Rosters or other Training Records/Memos/e-mail
<b>Material Distribution</b>		



C 1	Has the UVAO(s) (IVAO may be designated to accomplish this) developed a system to deliver of SF76 (FPCA) to all eligible voters? DoDI 1000.04, Encl 4 2.I *	UVAO plan for distributing FPCAs
C 2	Did UVAO(s) (IVAO may be designated to accomplish this) deliver a SF76 (FPCA) to all eligible voters by 15 January of this year? DoDI 1000.04, Encl 4 2.m (1)*	Unit Rosters or other Records/ Memos/e-mail/ inprocessing
C 3	Did UVAO(s) (IVAO may be designated to accomplish this) deliver a SF76 (FPCA) to all eligible voters by 15 July of even-numbered years? DoDI 1000.04, Encl 4 2.m (2)*	Unit Rosters or other Records/ Memos/e-mail/ inprocessing
C 4	Does the Unit Voting Assistance Office have sufficient voting materials on-hand or access to voting material? DoDI 1000.04, Encl 4, section 2.i.	Forms/ websites
	<b>Communications and Information Network</b>	
	No Requirements.	
	<b>Commanders/Installation Level Involvement</b>	

## Public Service Announcements

PSA's are a great way for Leadership to assist in spreading the message of the Voting Assistance Program. Leaders at all levels can create PSA's to air on Installation or Unit social media pages and AFN in local areas.

1. Contact your PAO, let them know your idea.
2. Ask PAO to assist you in developing a script. (Attached in TAG script from 2020)
3. Provide PSA scrip to Leaders, set day and time and record. PAO usually handles the rest.

\*\*\* This is easier than you think!!! Give it a try!





## General Voting Message

### Title Slide:

Brig. Gen. Hope Rampy, The Adjutant General of the Army and Army Senior Voting Officer

Sergeant Major Jon Williams

### Script:

**BG Rampy:** Hi! Have you registered and requested your absentee ballot for the 2020 Presidential Elections?

**SGM Williams:** Whether you are serving stateside or overseas, let your voice be heard by casting your vote.

**BG Rampy:** Each state has their own requirements and deadlines so don't delay! If you have questions or need assistance. Contact your Unit Voting Assistance Officer for more information.

**SGM Williams:** Voting is a freedom that we help defend. Make sure your voice is heard.

**BG Rampy:** Remember, Even if you are absent from home. Your Vote counts.

## 2017 Federal Post Card Application (FPCA) Quick Reference Guide

The Federal Post Card Application (FPCA) allows eligible U.S. citizens to apply to register to vote, request an absentee ballot, and update their contact information with their local election office. The local election office uses the information provided on the FPCA to determine if the voter meets the State's registration requirements, which election materials to send the voter, and where and how to send the ballot.

The FPCA was redesigned in 2017, and while previous versions of the form are marked obsolete per Federal printing requirements, older forms that contain the required information will be accepted by election officials. Current forms can be found at [FVAP.gov](http://FVAP.gov).

### SECTION 1

Applicants should check the box that best describes their current situation.

Applicants should provide their full, legal name.

Check the Voting Assistance Guide to see what identification is required by the applicant's State.

### SECTION 2

Applicants should provide the address where they are eligible to vote. For military voters, it is usually the last address of their State of legal residence. For overseas citizens, it is usually the last place they lived before moving overseas. They do not need to have any current ties with this address.

### SECTION 3

Applicants should provide the address where they are currently located to receive voting materials.

Voter Registration and Absentee Ballot Request		This form is for absent Uniformed Service members, their families, and citizens residing outside the United States. It is used to register to vote, request an absentee ballot, and update your contact information. See your State's instructions at <a href="http://FVAP.gov">FVAP.gov</a> .	
Federal Post Card Application (FPCA)			
Print clearly in blue or black ink.			
<b>1. Who are you? Pick one.</b>			
<input type="checkbox"/> I am on active duty in the Uniformed Services or Merchant Marine -OR- <input type="checkbox"/> I am an eligible spouse or dependent. <input type="checkbox"/> I request an absentee ballot for all elections in which I am eligible to vote AND: <input type="checkbox"/> I am an activated National Guard member on State orders. <input type="checkbox"/> I am a U.S. citizen living outside the country, and I intend to return. <input type="checkbox"/> I am a U.S. citizen living outside the country, and my return is uncertain. <input type="checkbox"/> I am a U.S. citizen living outside the country, and I have never lived in the United States.			
Last name	Suffix (Jr., II)	Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male
First name	Previous names (if applicable)		
Middle name	Birth date (MM/DD/YYYY)	/ /	
Social Security Number	Driver's license or State ID #		
<b>2. What is your address in the U.S. State or territory where you are registering to vote and requesting an absentee ballot?</b>			
Your voting materials will not be sent to this address. See instructions on other side of form.			
Street address	Apt #		
City, town, village	State		
County	ZIP		
<b>3. Where are you now? You must give your CURRENT address to receive your voting materials.</b>			
Your mailing address. (Different from above)		Your mail forwarding address. (If applicable)	
<b>4. What is your contact information? This is so election officials can reach you about your request.</b>			
Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.			
Email:	Phone:		
Alternate email:	Fax:		
<b>5. What is your voting preference? Select One.</b>			
How do you want to receive voting materials from your election office?		What is your political party for primary elections?	
<input type="checkbox"/> Mail <input type="checkbox"/> Email or online <input type="checkbox"/> Fax			
<b>6. What additional information must you provide?</b>			
The following need more information: Alaska, Arizona, Puerto Rico, Vermont, and Virginia. (Ex. Proof of residency, employer, etc.) You may also use this space to clarify your voter information. See the Voting Assistance Guide at <a href="http://FVAP.gov">FVAP.gov</a> .			
<b>7. You must read and sign this statement.</b>			
I swear or affirm, under penalty of perjury, that:			
<ul style="list-style-type: none"> <li>The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.</li> <li>I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and</li> <li>I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and</li> <li>I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.</li> </ul>			
Sign here <b>X</b>		Today's date (mm/dd/yyyy) / /	

### SECTION 4

Applicants should provide their contact information in case the election office has follow-up questions. Providing a personal email address will avoid security measures that might block attachments sent to .mil email addresses.

### SECTION 5

Applicants should select their preferred method to receive voting materials.

Most States require applicants to specify a political party to participate in primary elections.

### SECTION 6

The applicant's State may require additional information in Section 6. Consult the Voting Assistance Guide for specific State instructions.

### SECTION 7

After reading the affirmation, the applicant should sign and date the form.

By signing the FPCA, applicants are verifying their information under the penalty of perjury.



## 2017 Federal Post Card Application (FPCA) Quick Reference Guide (cont.)

### FPCA Submission Checklist:

- o Look over the completed FPCA to ensure the applicant provided all the information required by their State, including a complete voting residence address (no P.O. Boxes).
- o Make sure that the information provided is clear and legible.
- o Check that the applicant signed and dated the application.
- o Look in the Voting Assistance Guide to determine if the applicant's State allows the FPCA to be submitted by email or fax.
- o If mailing the FPCA through the U.S. Postal Service (including APO/FPO) or diplomatic pouch, it can be sent postage paid using the envelope template available at FVAP.gov ([https://www.fvap.gov/uploads/FVAP/Forms/fpca\\_envelope.pdf](https://www.fvap.gov/uploads/FVAP/Forms/fpca_envelope.pdf)).
- o If mailing the FPCA using a foreign country's postal service, it requires postage and should have "USA" in the address line of the mailing envelope.

Encourage applicants to contact their local election office to confirm that their applications were successfully processed. The election office is only required to contact voters if the form is not accepted.

# Voter Registration and Absentee Ballot Request

Federal Post Card Application (FPCA)

This form is for absent Uniformed Service members, their families, and citizens residing outside the United States. It is used to register to vote, request an absentee ballot, and update your contact information. See your state's instructions at FVAP.gov.

Print clearly in blue or black ink, please see back for instructions.

## 1. Who are you? Pick one.

I request an absentee ballot for all elections in which I am eligible to vote AND:

☐ I am on active duty in the Uniformed Services or Merchant Marine -OR- ☐ I am an eligible spouse or dependent.  
☐ I am a U.S. citizen living outside the country, and I intend to return.  
☐ I am a U.S. citizen living outside the country, and my intent to return is uncertain.  
☐ I am a U.S. citizen living outside the country, and I have never lived in the United States.

Last name \_\_\_\_\_ Suffix (Jr., II) \_\_\_\_\_ Sex ☐ Female  
First name \_\_\_\_\_ Previous names (if applicable) \_\_\_\_\_ ☐ Male  
Middle name \_\_\_\_\_ Birth date (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_  
Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_ Driver's license or State ID # \_\_\_\_\_

## 2. What is your address in the U.S. state or territory where you are registering to vote and requesting an absentee ballot?

Your voting materials will not be sent to this address. See instructions on other side of form.

Street address \_\_\_\_\_ Apt # \_\_\_\_\_  
City, town, village \_\_\_\_\_ State \_\_\_\_\_  
County \_\_\_\_\_ ZIP \_\_\_\_\_

## 3. Where are you now? You MUST give your CURRENT address to receive your voting materials.

Your mailing address. (Different from above) \_\_\_\_\_ Your mail forwarding address. (If different from mailing address) \_\_\_\_\_

## 4. What is your contact information? This is so election officials can reach you about your request.

Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Alternate email: \_\_\_\_\_ Fax: \_\_\_\_\_

## 5. What are your preferences for upcoming elections?

A. How do you want to receive voting materials from your election office? (Select One) ☐ Mail  
☐ Email or online  
☐ Fax

B. What is your political party for primary elections? \_\_\_\_\_

## 6. What additional information must you provide?

Puerto Rico and Vermont require more information, see back for instructions. *Additional state instructions* may be found at FVAP.gov. You may also use this space to clarify your voter information.

## 7. You must read and sign this statement.

**I swear or affirm, under penalty of perjury, that:**

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.

Sign here **X**

Today's date  
(MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_



## You can vote wherever you are.

### 1. Fill out your form completely and accurately.

- Your U.S. address is used to determine where you are eligible to vote absentee. For military voters, it is usually your last address in your state of legal residence. For overseas citizens, it is usually the last place you lived before moving overseas. You do not need to have any current ties with this address. DO NOT write a PO Box # in section 2.
- Most states allow you to provide a Driver's License number or the last 4 digits of your SSN. Some states require a full SSN. See your state's guidelines at FVAP.gov.
- If you cannot receive mail at your mailing address, please specify a mail forwarding address.
- Most states require you to specify a political party to vote in primary elections. This information may be used to register you with a party.
- **Section 6 Requirements:** If your voting residence is Vermont, you must acknowledge the following by writing in section 6: "I swear or affirm that I have taken the Vermont Voter's Oath." If your voting residence is in Puerto Rico, you must list your mother's and father's first name.
- We recommend that you complete and submit this form every year while you are an absentee voter.

### 2. Remember to sign this form!

### 3. Remove the adhesive liner from the top and sides.

**Fold and seal tightly. If you printed out the form yourself you can fold the form and seal it in an envelope.**

- You can find the address for your election office at FVAP.gov.
- All states accept this form by mail, but they vary on email and fax. See your state's rules in the *Voting Assistance Guide* at FVAP.gov.

### Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Dr., East Tower, Suite 03F09, Alexandria, VA 22350-3100. [OMB Control #0704-0503]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. DO NOT RETURN YOUR FORM TO THE ADDRESS ABOVE.

### Privacy Advisory

When completed, this form contains personally identifiable information and is protected by the Privacy Act of 1974, as amended.

### Questions?

Email [vote@fvap.gov](mailto:vote@fvap.gov)

#### From

(Your name and mailing address)

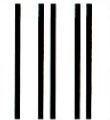
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International airmail postage is required if not mailed using the U.S. Postal Service, APO/FPO/DPO system, or diplomatic pouch.



U.S. Postage Paid  
39 USC 3406

PAR AVION



OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

#### To

(Fill in the address of your election office.

The address can be found online at FVAP.gov.)

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## 2017 Federal Write In Absentee Ballot (FWAB) Quick Reference Guide

The Federal Write-In Absentee Ballot (FWAB) is a backup ballot for use by Service members, their eligible family members, and U.S. citizens residing overseas. This write-in absentee ballot can be used as a backup when the voter is living outside their voting residence, has applied for a regular State ballot through the Federal Post Card Application (FPCA, SF 76), and has not received their requested State ballot in time to vote and return it by the election deadline.

If the applicant has not previously registered to vote and requested an absentee ballot, check the Voting Assistance Guide to see if the applicant's State allows the FWAB to be used for voter registration and an absentee ballot request.

The FWAB was redesigned in 2017, and while previous versions of this form are marked obsolete per Federal printing requirements, older forms that contain the required information will be accepted by election officials. Current forms can be found at FVAP.gov.

### SECTION 1

Applicants should check the box that best describes their current situation.

Applicants should provide their full, legal name.

Check the Voting Assistance Guide to see what identification is required by the applicant's State.

### SECTION 2

Applicants should provide the address where they are eligible to vote. For military voters, it is usually the last address of their State of legal residence. For overseas citizens, it is usually the last place they lived before moving overseas. They do not need to have any current ties with this address.

### SECTION 3

Applicants should provide the address where they are currently located to receive voting materials.

Voter Information		Federal Write-In Absentee Ballot (FWAB)	
Print clearly in blue or black ink.		<b>Have you already registered and requested an absentee ballot?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Some States allow you to use this form to register and request ballots for future elections. Visit FVAP.gov for more details.</small>	
<b>1. Who are you? Pick one.</b>			
<input type="checkbox"/> I am an active duty in the Uniformed Services or Merchant Marine - OR - <input type="checkbox"/> I am an eligible spouse or dependent. <input type="checkbox"/> I am an activated National Guard member on State orders. <input type="checkbox"/> I am a U.S. citizen living outside the country, and I intend to return. <input type="checkbox"/> I am a U.S. citizen living outside the country, and my return is uncertain. <input type="checkbox"/> I am a U.S. citizen living outside the country, and I have never lived in the United States.			
Last name	Suffix (Jr., II)	Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male
First name	Previous names (if applicable)		
Middle name	Birth date (MM/DD/YYYY)	/ /	
Social Security Number	Driver's license or State ID #		
<b>2. What is your U.S. voting residence address?</b>			
<small>Your voting materials will not be sent to this address. See instructions on other side of form.</small>			
Street address		Apt #	
City, town, village		State	
County		ZIP	
<b>3. Where are you now? You must give your CURRENT contact information.</b>			
Your mailing address. (Different from above)		Your mail forwarding address. (If applicable)	
<b>4. What is your contact information? This is so election officials can reach you about your request.</b>			
<small>Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.</small>			
Email:	Phone:		
Alternate email:	Fax:		
<b>5. What is your voting preference for future elections?</b>			
Do you want to register and request a ballot for all elections you are eligible to vote in?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How do you want to receive voting materials from your election office?	<input type="checkbox"/> Mail <input type="checkbox"/> Email or online <input type="checkbox"/> Fax
		What is your political party for primary elections?	
<b>6. What additional information must you provide?</b>			
<small>The following need more information: Alabama, Alaska, Arizona, Puerto Rico, Virginia, and Wisconsin. (Ex. Witness signature, etc.) You may also use this space to clarify your voter information. See the Voting Assistance Guide online at FVAP.gov.</small>			
<b>7. You must read and sign this statement.</b>			
I swear or affirm, under penalty of perjury, that: • The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury. • I am a U.S. citizen, at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and • I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and • I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form. • In voting, I have marked and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.			
Sign here <b>X</b>		Today's date MM/DD/YYYY / /	

### SECTION 4

Applicants should provide their contact information in case the election office has follow-up questions. Providing a personal email address will avoid security measures that might block attachments sent to .mil email addresses.

### SECTION 5

Applicants should select their preferred method to receive voting materials.

Most States require applicants to specify a political party to participate in primary elections.

### SECTION 6

The applicant's State may require additional information in Section 6. Consult the Voting Assistance Guide for specific State instructions.

### SECTION 7

After reading the affirmation, the applicant should sign and date the form.

By signing the FPCA, applicants are verifying their information under the penalty of perjury.



## 2017 Federal Write In Absentee Ballot (FWAB) Quick Reference Guide

## TOP OF THE BALLOT

The FWAB is used for federal elections, so the applicant can write in his or her preferred candidates for the Offices of President and Vice President, U.S. Senator, and U.S. Representative.

Official Backup Ballot	
Federal Write-In Absentee Ballot (FWAB)	
Print clearly in blue or black ink.	
Instructions	
<ul style="list-style-type: none"><li>Use this Official Backup Ballot if you do not receive an absentee ballot from your State before the election. The Backup Ballot can be used to vote for federal offices. If you are voting in American Samoa, Guam, Puerto Rico, or the U.S. Virgin Islands you may vote for Delegate or Resident Commissioner and in presidential primary elections. State laws vary about using the FWAB for other offices like Governor or Mayor. Learn more online at FVAP.gov.</li><li>DO NOT write your name or identifying number (SSN, driver's licence) on the ballot.</li><li>Ballot initiatives</li></ul>	
Federal offices	
President and Vice President	
U.S. Senator	
U. S. Representative, Delegate, or Resident Commissioner to Congress	
Non-federal offices	
Office	Candidate name Political party
Ballot initiatives	

Download Form 148 (New) 03/2013 | OMB No. 37-160-1043

## BOTTOM OF THE BALLOT

Some States have expanded the use of the FWAB for State and local elections, so applicants should check the Voting Assistance Guide to see if their State allows the FWAB to be used in other elections.

## FWAB Submission Checklist:

- o Look in the Voting Assistance Guide to determine if the applicant's State allows the FWAB to be submitted by email or fax.
- o If submitting by mail, the applicant should insert the voted ballot into the security envelope. The sealed security envelope and the Voter Information page should be inserted into the mailing envelope.
- o If mailing the FWAB using a foreign country's postal service, it requires postage and should have "USA" in the address line of the mailing envelope.
- o If mailing the FWAB through the U.S. Postal Service (including APO/FPO) or diplomatic pouch, it can be sent postage paid using the envelope template available at [https://www.fvap.gov/uploads/FVAP/Foms/fpca\\_envelope.pdf](https://www.fvap.gov/uploads/FVAP/Foms/fpca_envelope.pdf).

If an applicant's State absentee ballot arrives after returning the FWAB, the applicant should vote and return the State ballot immediately. If the State ballot arrives by the State's deadline for ballot receipt, the State absentee ballot will be counted instead of the FWAB.



# Federal Write-In Absentee Ballot

- If you do not receive your absentee ballot in enough time to meet your state's deadlines, use this ballot as a backup. If you send in this ballot and receive your state's ballot later, you should fill out and return your state ballot as well. Your election office will count only one ballot.
- The following require you to register and request an absentee ballot before filling out this form: AL, AS, AR, CT, FL, GU, HI, ID, IL, IN, KS, LA, NH, NJ, NM, NY, PA, PR, RI, SD, TX, WI, WV, and WY. If your state or territory is listed, complete a Federal Post Card Application (FPCA) online at [FVAP.gov](http://FVAP.gov).
- If you already registered and requested a ballot, send in the *Voter Information* page and the *Official Backup Ballot*.
- Please be aware that some states will accept this form as registration and as an absentee ballot request for future elections.

## Use this form if you are:

- On active duty in the Uniformed Services or Merchant Marine
- An eligible spouse or dependent
- A U.S. citizen living outside the United States

## You can vote wherever you are. This is how.

1. Fill out your *Voter Information* page completely and accurately.
  - Your U.S. voting residence address is used to determine where you are eligible to vote absentee. For military voters, it is usually your last address in your state of legal residence. For overseas citizens, it is usually the last place you lived before moving overseas. You do not need to have any current ties with this address. DO NOT write a PO Box # in section 2.
  - Most states allow you to provide a Driver's License number or the last 4 digits of your SSN. Some states require a full SSN. See your state's guidelines at [FVAP.gov](http://FVAP.gov).
  - If you cannot receive mail at your mailing address, please specify a mail forwarding address.
  - Most states require you to specify a political party to vote in primary elections. This information may be used to register you with a party.
  - **Section 6 Requirements:** Alabama requires two witness signatures; Alaska, Virginia and Wisconsin, require one witness signature; Puerto Rico requires your mother's and father's first name; Vermont requires a voter's oath. Additional state instructions can be found at [FVAP.gov](http://FVAP.gov).
  - Remember to sign the bottom of the *Voter Information* page!
2. Carefully fill out and seal your *Official Backup Ballot*.
  - DO NOT sign your ballot or include any personal information. Keep your ballot anonymous.
  - If using a self-sealing form, remove the adhesive liner, fold and seal tightly.
  - If you printed out the form, fold the voted ballot and seal it in an envelope marked "ballot enclosed".
3. Assemble your documents for mailing.
  - Put your *Voter Information* page and *Official Backup Ballot* into the mailing envelope.
  - You can find the address for your election office at [FVAP.gov](http://FVAP.gov).
  - All states accept this form by mail, but they vary on email and fax. See your state's rules in the *Voting Assistance Guide* online at [FVAP.gov](http://FVAP.gov).

### Agency Disclosure Statement

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including time to review instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Dr., East Tower, Suite 03F09, Alexandria, VA 22350-3100. [OMB Control #0704-0502]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. DO NOT RETURN YOUR FORM TO THE ADDRESS ABOVE.

### Privacy Advisory

When completed, this form contains personally identifiable information and is protected by the Privacy Act of 1974, as amended.

## Questions?

Email [vote@fvap.gov](mailto:vote@fvap.gov)



# Voter Information

## Federal Write-In Absentee Ballot (FWAB)

Print clearly in blue or black ink, please see back for instructions.

**Have you already registered and requested an absentee ballot?**

Some states allow you to use this form to register and request ballots for future elections. Visit [FVAP.gov](http://FVAP.gov) for more details.

### 1. Who are you? Pick one.

For absent Uniformed Service members, their families, and citizens residing outside the United States.

- ☐ I am on active duty in the Uniformed Services or Merchant Marine -OR- ☐ I am an eligible spouse or dependent.  
☐ I am a U.S. citizen living outside the country, and I intend to return.  
☐ I am a U.S. citizen living outside the country, and my intent to return is uncertain.  
☐ I am a U.S. citizen living outside the country, and I have never lived in the United States.

Last name

Suffix (Jr., II)

Sex ☐ Female  
☐ Male

First name

Previous names (if applicable)

Middle name

Birth date (MM/DD/YYYY)

/ /

Social Security Number

Driver's license or State ID #

### 2. What is your U.S. voting residence address?

Your voting materials will not be sent to this address. See instructions on other side of form.

Street address

Apt #

City, town, village

State

County

ZIP

### 3. Where are you now? You MUST give your CURRENT contact information.

Your mailing address. (Different from above)

Your mail forwarding address. (If different from mailing address)

### 4. What is your contact information? This is so election officials can reach you about your request.

Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email:

Phone:

Alternate email:

Fax:

### 5. What are your preferences for future elections?

A. Do you want to register and request a ballot for all elections you are eligible to vote in?

- ☐ Yes  
☐ No

B. How do you want to receive voting materials from your election office?

- ☐ Mail  
☐ Email or online  
☐ Fax

C. What is your political party for primary elections?

### 6. What additional information must you provide?

The following need more information: Alabama, Alaska, Puerto Rico, Vermont, Virginia and Wisconsin, see back for instructions. *Additional state instructions can be found at [FVAP.gov](http://FVAP.gov).*

### 7. You must read and sign this statement.

**I swear or affirm, under penalty of perjury, that:**

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.
- In voting, I have marked and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

**Sign here** X

**Today's date**  
(MM/DD/YYYY)

/ /



# Official Backup Ballot

## Federal Write-In Absentee Ballot (FWAB)

Print clearly in blue or black ink.

Vote by writing the NAME or PARTY of the candidates you choose. To find out about specific federal candidates and races go to [FVAP.gov](https://www.fvap.gov).

### Instructions

- This ballot can be used to vote for federal offices.
- DO NOT write your name or any identifying number (SSN, driver's license) on this ballot.
- Photocopy this page if you require additional room for candidates or ballot initiatives.
- If you are voting in American Samoa, Guam, Puerto Rico, or the U.S. Virgin Islands, you may vote for Delegate or Resident Commissioner, and in presidential primaries.
- State laws vary about using the FWAB for other offices like Governor or Mayor. Learn more online at [FVAP.gov](https://www.fvap.gov).

### Federal offices

President and Vice President

U.S. Senator

U. S. Representative, Delegate, or  
Resident Commissioner to Congress

### Non-federal offices

Office

Candidate name

Political party

### Ballot initiatives or other items



# Official Ballot

Federal Write-In Absentee Ballot

**Private**

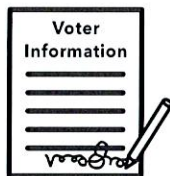
Fold your ballot and keep it private. Put it in the envelope.

## Before you seal this envelope:

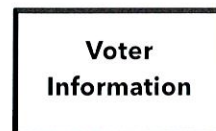


1. Sign and fold your *Voter Information* page.
2. Fold and seal your *Official Backup Ballot*.
3. Put both inside this envelope, and mail it to your election office. The address can be found at [FVAP.gov](http://FVAP.gov).

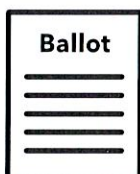
①



Fold in half



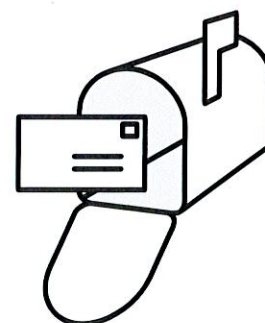
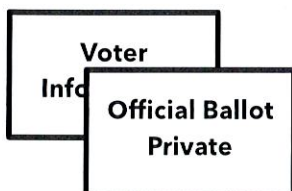
②



Fold and seal



③



### For election officials:

This is an official Federal Write-In Absentee Ballot authorized by 52 U.S.C. § 20301.

If you have questions about it, contact your State officials.





U.S. Postage Paid  
39 USC 3406

PAR AVION

From

(Your name and mailing address.)


International airmail postage is required if not mailed using the U.S. Postal Service, APO/FPO/DPO system, or diplomatic pouch.



I have enclosed my ballot for the / election.  
MM YYYY

OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

To

(Fill in the address of your election office. The address can be found online at [FVAP.gov](http://FVAP.gov).)
